

Conflict of Interest Policy

Workforce Development Board of Trumbull County

When an appointed member of the Workforce Development Board has a personal or private interest in a proposal or decision pending with the Board, the member must publicly disclose the fact to the Board in an open meeting. A member should avoid even the appearance of a conflict of interest.

Specifically, the member may not:

- A. Vote or participate in discussion on a matter under consideration by the Workforce Development Board
 - 1. Regarding the provision or services by such member (of the entity that such member represents); or
 - 2. That would provide direct financial benefit to such member or the immediate family of such member; or
- B. Engage in any other activity determined to constitute a conflict of interest as specified in the Local Plan.
- C. Use or attempt to use the appointment to secure benefits, privileges, exemption or advantages for the member, members of their immediate family, or an organization with which the member is associated which are different from those available to a member of their business classification, profession, or organization.

If a member has publicly disclosed a potential conflict of interest and it is not possible to assign the matter to another member who does not have a similar conflict, interested parties shall be notified of the conflict, the matter shall be documented in the minutes, and the member may continue with the assignment.

Resolution of Conflict of Interest - If a member of the Board reasonably suspects that another member or members of the Board did not publicly disclose a potential conflict, the member shall take the following actions for the purpose of removing doubt concerning a potential conflict of interest:

- A. Prepare a written statement describing the matter, action or decision on which a conflict is perceived to exist, outline the facts which give rise to the member's belief, and the reason or reasons thereof;
- B. Submit the statement to the Board Chairperson

The Board Chairperson will request staff assistance in determining if the issue can be reasonably resolved between parties or whether the conflict statement should be submitted to the Chief Local Elected Official of the Workforce Development Area for an opinion and resolution. If the Chief Local Elected Official determines that a conflict of interest exists, the matter shall be assigned to another member who does not have a conflict of interest. If it is not possible to assign the matter to a member who does not have a similar conflict of interest, interested parties shall be notified of the conflict, the conflict shall be documented in the minutes, and the member may proceed with the assignment.

Sign Name

Date

Print Name